

1/22

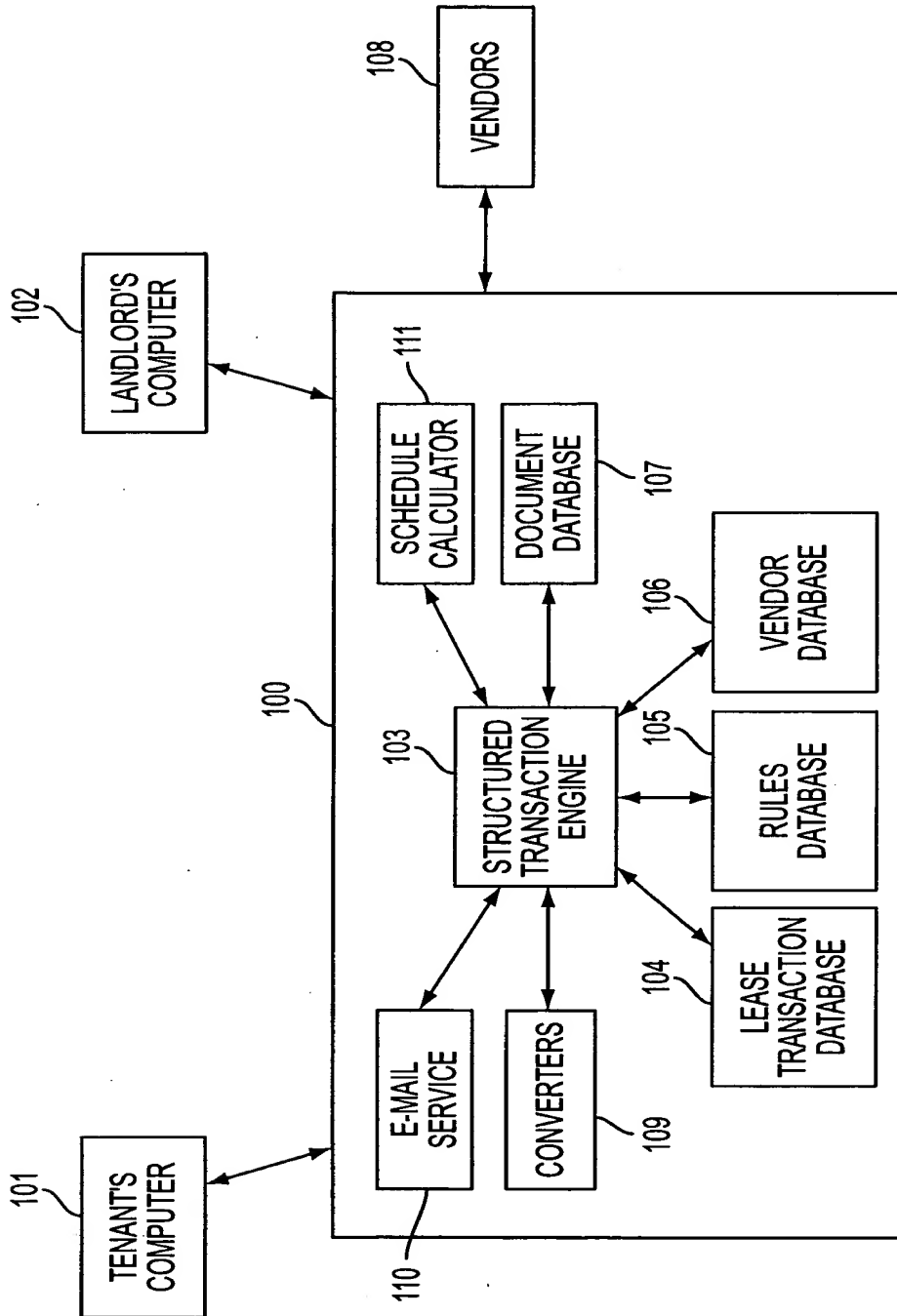


FIG. 1A

2/22

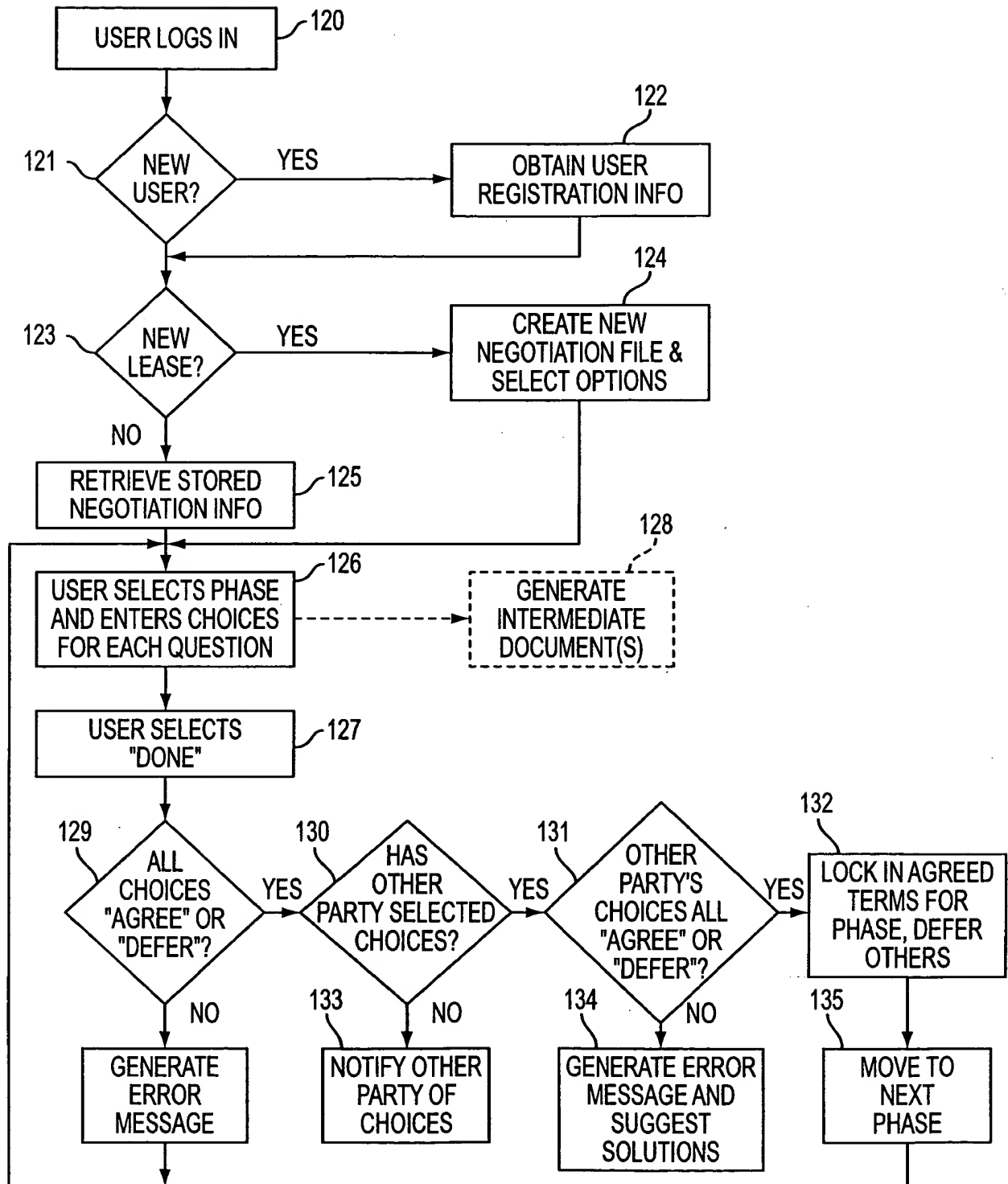


FIG. 1B

3/22

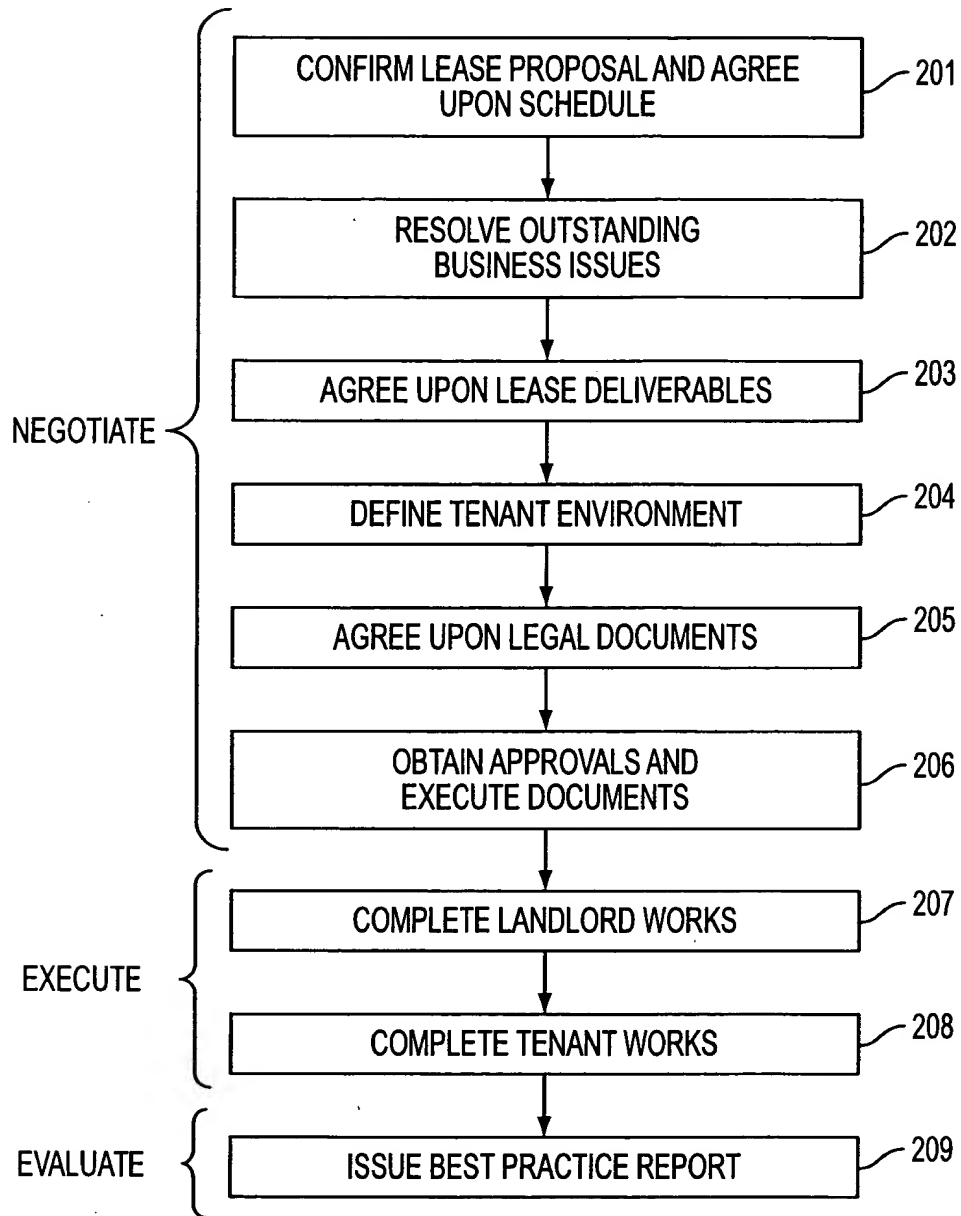


FIG. 2

4/22

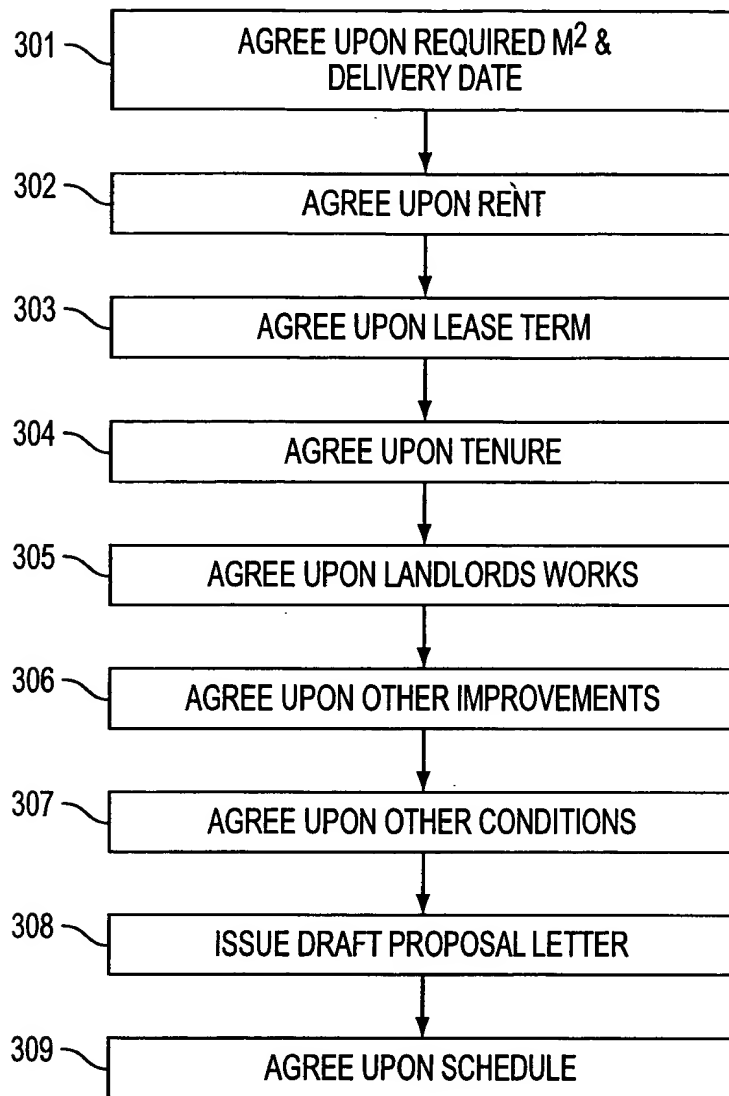


FIG. 3

5/22

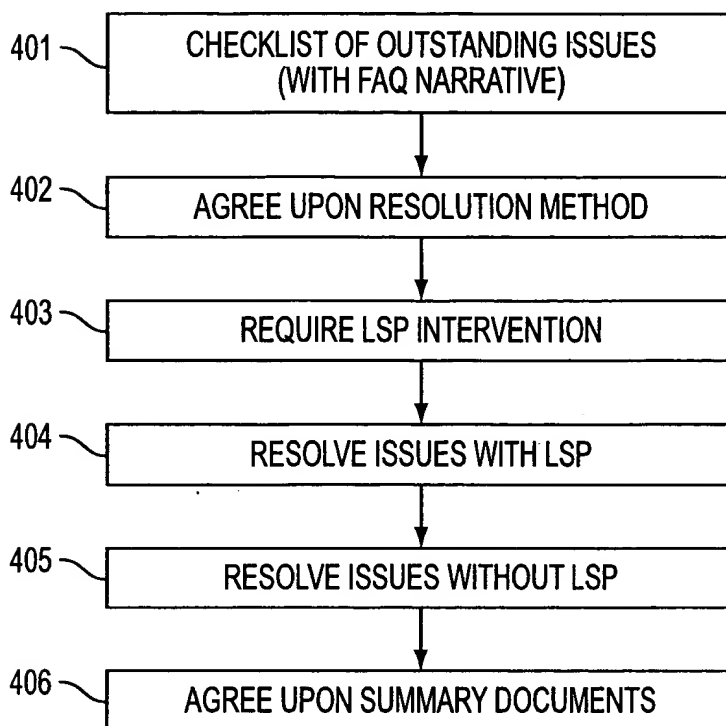


FIG. 4

6/22

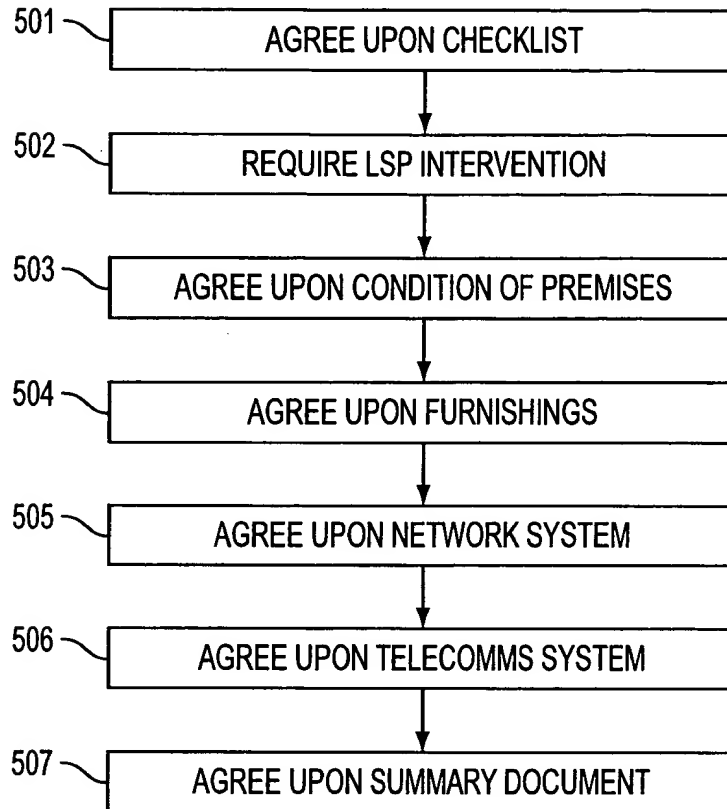


FIG. 5

7/22

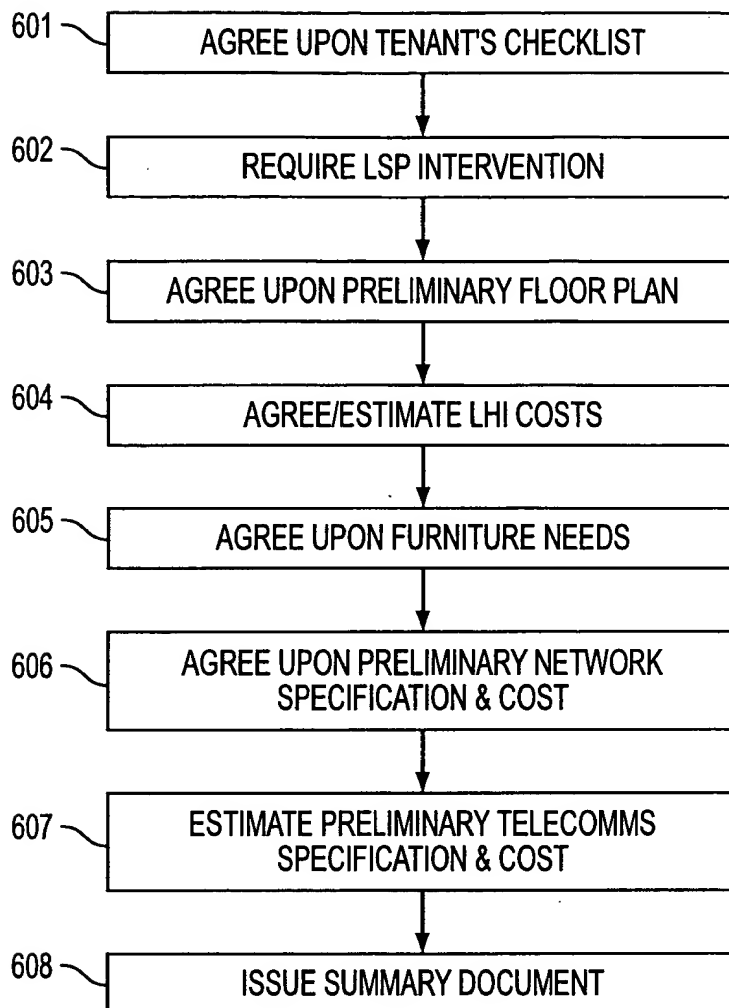


FIG. 6

8/22

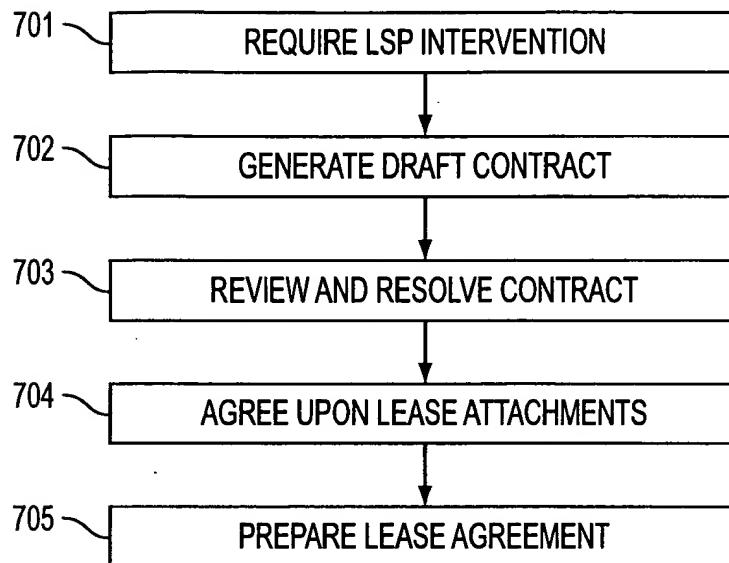


FIG. 7

9/22

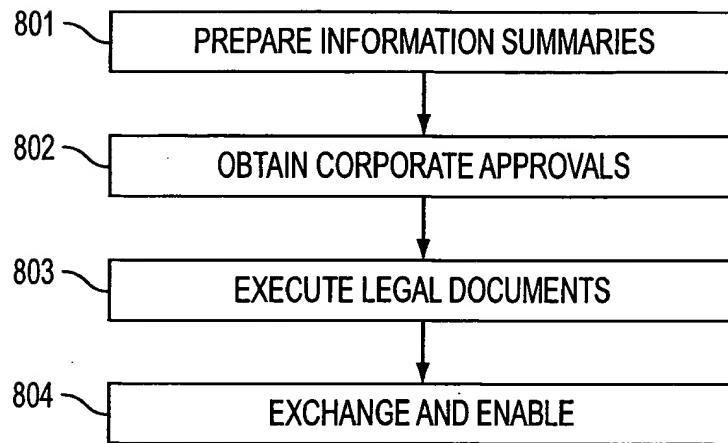


FIG. 8

10/22

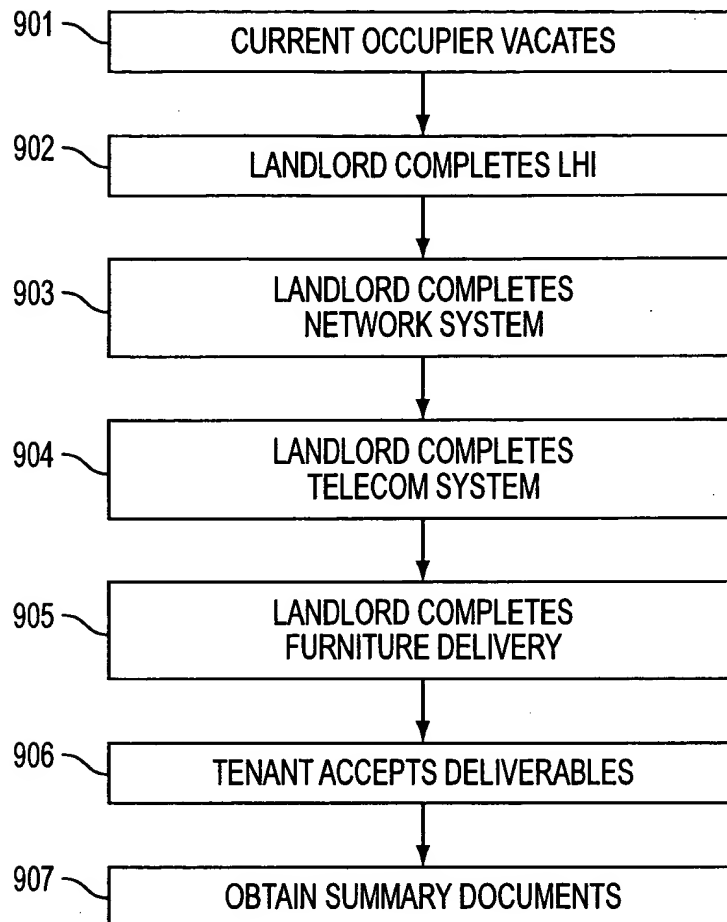


FIG. 9

11/22

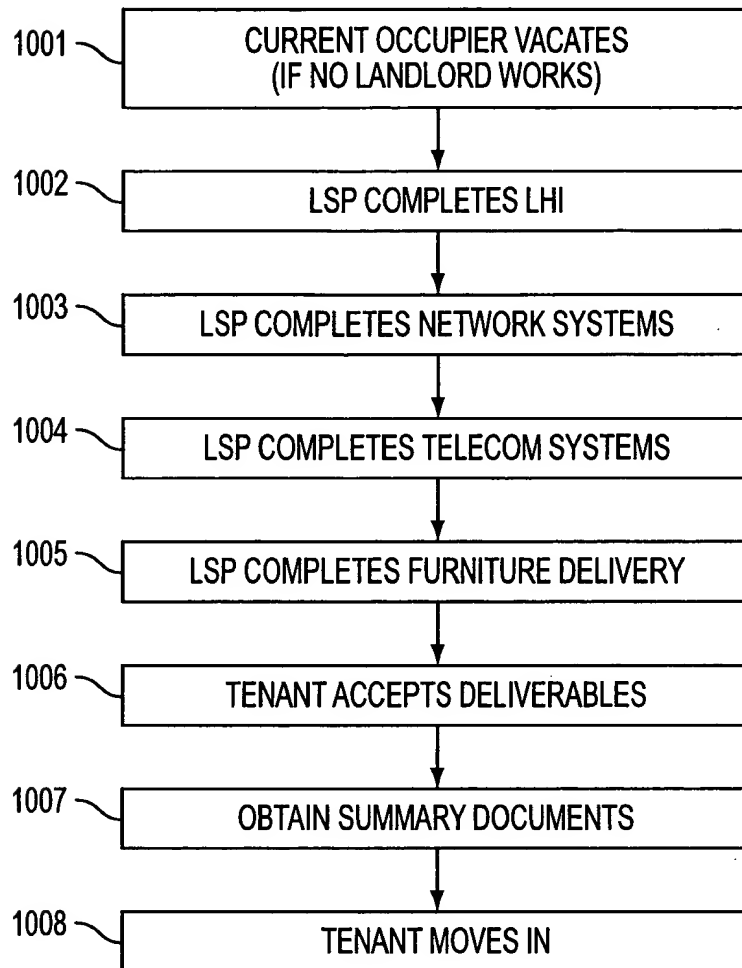


FIG. 10

12/22

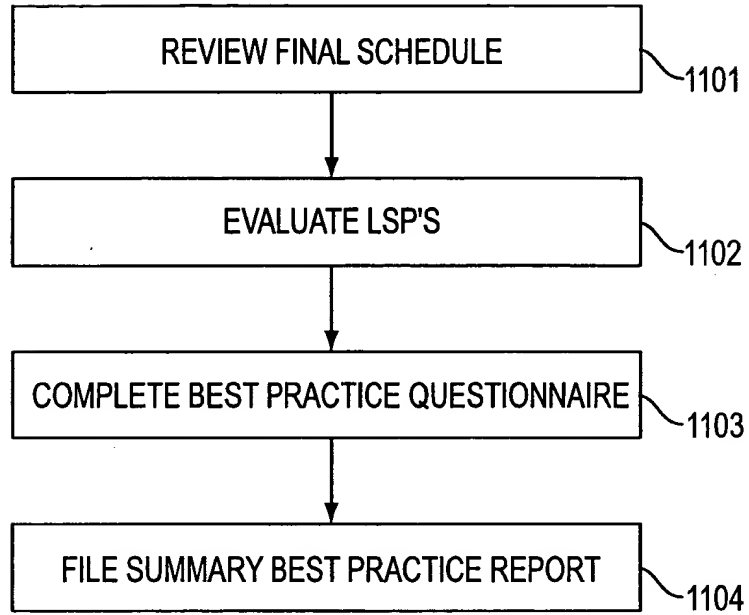


FIG. 11

13/22

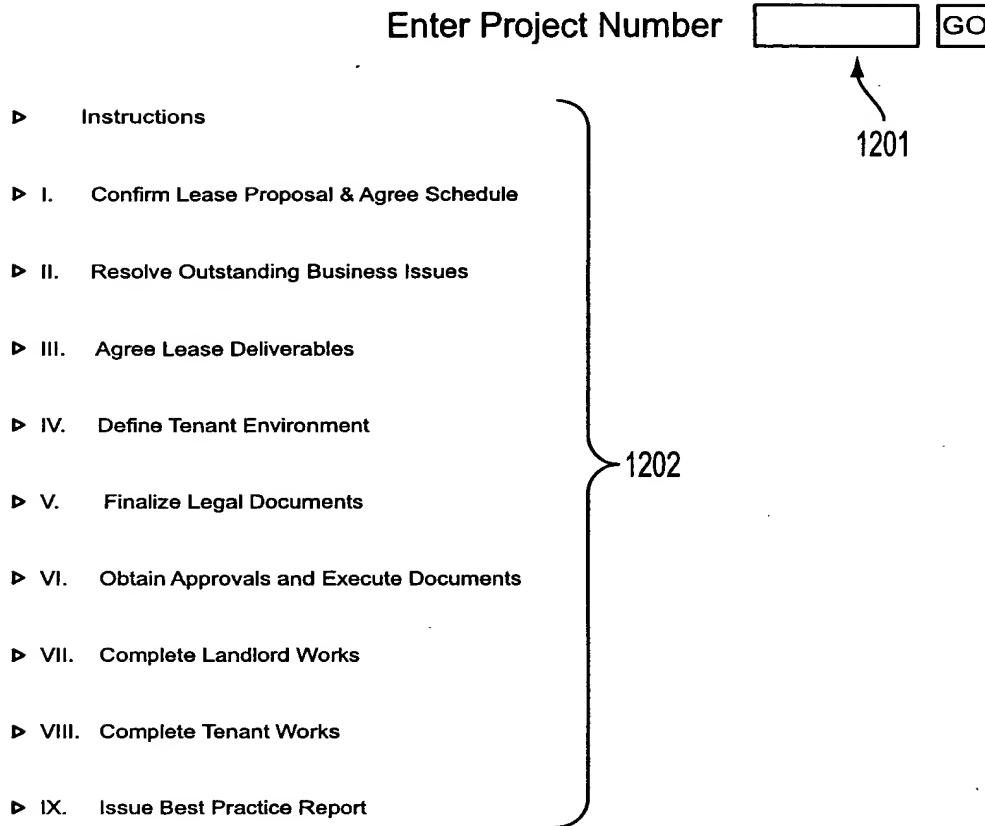


FIG. 12

14/22

PHASE I: CONFIRM LEASE PROPOSAL AND AGREE SCHEDULE			
LEASE PROVISION	TENANT	VALUE	LANDLORD
1301 1. REQUIRED SPACE <u>HELP</u> 1314	1308 <input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u>	1309 5000 FT ² (1538 M ²) COMMENTS: 1312	1310 <input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u> 1311
1302 2. DELIVERY DATE <u>HELP</u>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u>	JUNE 1, 2000 COMMENTS: 1313	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u>
1303 3. RENT PER MONTH <u>HELP</u>	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER <u>DETAILS</u>	\$8,000 (E7,940) COMMENTS: TENANT: CAN'T PAY MORE THAN \$7,500	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER <u>DETAILS</u>
1304 4. TERM OF LEASE <u>HELP</u>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u>	3 YEARS COMMENTS: LANDLORD: OPTION TO EXTEND 1 YEAR AT SAME RENT	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u>
1305 <input type="button" value="VIEW LEASE PROPOSAL"/> 1306 <input type="button" value="DONE"/> 1307 <input type="button" value="NEXT SCREEN"/>			

FIG. 13

15/22

DETAILS: LANDLORD'S WORKS (PHASE I)			
DECISION	TENANT	VALUE	LANDLORD
1401 1. DELIVER ON "TURNKEY" BASIS?	<input type="radio"/> AGREE <input type="radio"/> DEFER		<input type="radio"/> AGREE <input type="radio"/> DEFER
1402 2. DELIVER IN "AS-IS" CONDITION?	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER		<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
1403 3. AGREED DEFINITION OF LANDLORD'S WORKS	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER	<div style="border: 1px solid black; padding: 5px;"> LANDLORD TO PROVIDE CABLE TV ACCESS </div> 1406	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
1404 4. AGREED LANDLORD & TENANT CONTRIBUTION TO WORKS?	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER	<div style="border: 1px solid black; width: 100px; height: 40px;"></div> 1407	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>VIEW LEASE PROPOSAL</div> <div>DONE</div> <div>COMMENT</div> </div>			

FIG. 14

16/22

PHASE II: RESOLVE OUTSTANDING BUSINESS ISSUES			
ISSUE	TENANT	VALUE	LANDLORD
1501 3. RENT PER MONTH	<input type="radio"/> MEET ON-LINE <input type="radio"/> MEET OFF-LINE	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>	<input type="radio"/> MEET ON-LINE <input type="radio"/> MEET OFF-LINE
1502 A. RESOLVE IN USER FORUM?	1505		
1503 B. RESOLVE USING LOCAL SERVICE PROVIDER?	<input checked="" type="radio"/> SUGGEST BROKER <input type="radio"/> SUGGEST APPRAISER	<div style="border: 1px solid black; padding: 5px;"> TENANT: RESEARCH AVERAGE RENTS IN AREA </div>	<input checked="" type="radio"/> SUGGEST BROKER <input type="radio"/> SUGGEST APPRAISER
1504 C. RESOLVE USING MEDIATION?	<input type="radio"/> SUGGEST MEDIATOR	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>	<input type="radio"/> SUGGEST MEDIATOR
<div style="border: 1px solid black; padding: 5px; display: inline-block;">COMMENT</div>			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">DONE</div>			

FIG. 15

17/22



Issue Lease Proposal

TO:	<input type="text"/>
FROM:	<input type="text"/>
RE:	<input type="text"/>
DATE:	<input type="text"/>
Name of Recipient:	<input type="text"/>
Landlord or Current Tenant:	<input type="text"/>
Company Name of Tenant:	<input type="text"/>
Office Location:	<input type="text"/>
Size:	<input type="text"/>
Address of Proposed office:	<input type="text"/>
Current Measurement of Space:	<input type="text"/>
Lease Term:	<input type="text"/>
Rent:	<input type="text"/>
Lease Start:	<input type="text"/>
Rent Start:	<input type="text"/>
Rent Increase:	<input type="text"/>
Landlord's Work:	<input type="text"/>
Other Improvements:	<input type="text"/>
Break Option:	<input type="text"/>
Renewal Option:	<input type="text"/>
Expansion Option:	<input type="text"/>
Charges:	<input type="text"/>
Parking:	<input type="text"/>
Termination:	<input type="text"/>
Name of Sender:	<input type="text"/>

<input type="button" value="Back"/>	<input type="button" value="Next"/>
-------------------------------------	-------------------------------------

FIG. 16

18/22

Preview
Lease Proposal

TO: Robert Andrews

FROM: Joe Smith

RE: KPMG Boston

DATE: 6/16/2000

Dear Robert Andrews

The following is a proposal for the lease or sublease of offices of [insert name of landlord or current tenant] by [Company Name] at Leatherhead, England

Premises: circa 1000 m2 [compute sq. ft.] of rentable space on the 850 floor- of the xxxx building located at [insert address]. Space to be measured based on [current measurement of space or prevailing market practices].

Lease Term: [insert number of years or months]

Rent: \$400 per m2

Lease Start: [insert date for commencement of the lease]

Rent Start: [insert date for start of rent if after Lease Start]

Rent Increase: [insert CPI/indexation if any or other rent increase]

Landlord's Work: [insert condition in which landlord is to deliver the office premises if the landlord is responsible to make any alternations, linking if required to a separate document that describes the works, and whether the cost is paid by the landlord, paid by the tenant, or shared between the parties]

Other Improvements: [insert other improvements provided by landlord in the premises including furniture, network systems or telecommunications systems,, linking if required to a separate document with a more detailed description or inventory of improvements]

Break Option: [insert any options granted to tenant to terminate the lease before the end of the lease term including the effective date of break, required advance notice, and payment of penalties (if any) to landlord]

Renewal Option: [insert any options granted to tenant to renew the office premises including the number of lease terms, the advance notice, and method for calculation of rent increase].

Expansion Option: [insert any options granted to tenant to lease additional office space in

FIG. 17A

19/22

3912
TRANSMISSION

the building or buildings in which the offices are located, including any rights of refusal to lease additional space].

Charges: [insert rent cost per m² in local currency and convert to \$ per sq. ft. of any operating expenses to be paid by tenant for use of office space]

Parking: [insert the number of parking spaces to be rented and the annual cost per space in local currency and convert to \$ per sq. ft.]

Termination: [insert the condition in which the tenant must leave the premises upon termination of the lease, choosing among a) return the premises to the landlord in good condition, reasonable wear and tear excepted, b) return the premises to the landlord in its original condition with no allowance for reasonable wear, or c) other condition to be mutually agreed.]

This proposal is subject to the approval of [insert company name of tenant] corporate management. **Under no circumstances shall this proposal constitute a binding legal commitment on behalf of [insert company name of tenant] to lease the above premises.**

Please confirm in writing that the above proposed terms and conditions are acceptable. Thank you.

Best regards,

Joe Smith

Done

FIG. 17B

20/22

Global Lease Link
Project Number xxxx
Preliminary Project Schedule

I.	Confirm Lease Proposal & Agree Schedule	23 Jun 2000
II.	Resolve Outstanding Business Issues	30 Jun 2000
III.	Agree Lease Deliverables	01 Jul 2000
IV.	Define Tenant Environment	07 Jul 2000
V.	Finalize Legal Documents	10 Jul 2000
VI.	Obtain Approvals and Execute Documents	15 Jul 2000
VII.	Complete Landlord Works	15 Aug 2000
VIII.	Complete Tenant Works	30 Sep 2000
IX.	Issue Best Practice Report	07 Oct 2000

FIG. 18

21/22

**Local Service Provider- Architect/Interior Designer
Request for Proposals
Scope of Services**

Phase I: Space Programming and Adjacencies

XXX has prepared a one-page program summary. Architect will meet XXX to review this document and discuss adjacencies. Maximum cost not to exceed LC xxxxx

Phase II: Preliminary Plan and Building Survey

Architect will visit two buildings and receive preliminary CAD space plans for each. Architect will prepare "block plans" for XXX's review. Based upon XXX's feedback and comments, Architect will revise plans and make a preliminary fit of furniture using generic templates that approximate current and required furniture. Architect will review building systems and other base building specifications and, based upon XXX's needs, advise if any problems are anticipated.

Phase III: Preliminary Specification and Cost

Based on an agreed preliminary plan, Architect will prepare a 2 to 3 page summary of required works including partitions, carpeting, ceiling, electrical distribution and lighting requirements, and air-conditioning/ventilation needs (normal except for server room), along with preliminary quantities and cost. Architect will estimate the time to complete these works. Architect will not specify server or telephone systems.

Phase IV: Review of Landlord Proposal and Cost Estimates

Architect will meet with landlord to review their response to specifications and will prepare an estimated cost for work not included in landlord's "building standard" fitout.

Phase V: Preparation of Lease Documents

Architect will prepare detailed plans of works to be completed by landlord including partition, ceiling/lighting, electrical, and ventilation plans along with quantity measurements. Architect will provide a written specification of landlord's work including interior finishes. Architect will prepare a furniture plan based upon an inventory to be provided by XXX. Assume that all requirements for furniture shall be competitively bid to local vendors, and that Architect shall not accept compensation from any furniture vendors.

Phase VI: Project Monitoring and Coordination

Landlord will be responsible for a turnkey delivery of XXX's fitout requirements. Architect will inspect progress of works and report any difficulties. Architect will also coordinate schedule for delivery and installation of XXX's furniture, data cabling, telecomm, and security systems.

Phase VII: Handover of Premises

Prior to occupancy, Architect will accompany XXX on a final inspection of premises to accept the landlord works and/or agree on a defects list.

FIG. 19A

22/22

Phase VIII: Relocation Management

Architect will coordinate all aspects of the move into the new premises including moving schedules, and relocation (if any) of furniture, telephone and server systems. Architect will indicate if they do not provide this service.

FIG. 19B